

31.01.01.R0.01 Alternate Language Skills Program

Approved May 3, 2010

Revised September 13, 2010



Procedure Statement

Texas A&M University-Commerce desires to assist employees become better able to serve a more culturally diverse student body by approving a bilingual stipend available to all A&M-Commerce employees who serve as translators, verbal or written.

Reason for Procedure

The purpose of this procedure is to help identify qualified Spanish speakers on campus and to assist Texas A&M University-Commerce to become a Hispanic Serving Institution.

Procedures and Responsibilities

1. GENERAL

- 1.1 The direct supervisor is responsible for identifying skills and completing the Bilingual Stipend Request form available from the Human Resources Office. The criteria for this request includes a review of the current job duties, a review of the frequency of contacts requiring bilingual skills, the benefits expected by the department in using skills, and any other relevant factors.
- 1.2 The unit head is responsible for reviewing the request and approving or denying the request. If approved, it will be forwarded to Human Resources for scheduling the required testing, documenting the results on the request form, implementing the stipend, and notifying all parties.

2. EVALUATION TEST

- 2.1 The evaluation test to be administered will be the Oral Proficiency Interview (OPI) sanctioned by the American Council for the Teaching of Foreign Languages (ACTFL). Human Resources personnel are responsible for engaging external testing providers and developing standards for administration.

- 2.1.1 The exam will be administered by an assessor certified by the American Council for the teaching of Foreign Languages (ACTFL). An intermediate mid or higher rating will be required in speaking and listening and is defined as the ability to converse in a participatory manner; to initiate, sustain, and bring to closure a variety of communicative tasks; to satisfy requirements of school and work situations; to narrate and describe with paragraph-length connected discourse; and to understand main ideas and most details of connected discourse.
- 2.1.2 The OPI is a comprehensive assessment procedure that measures language production by identifying patterns of strengths and weaknesses to gauge the speaker's consistent speaking ability. Four criteria categories include: the tasks or functions performed with the language, the context and content area in which the language can be used, the accuracy of performance, and oral delivery. To ensure rating reliability, a second OPI-certified interviewer will review the tape-recorded interview and confirm the rating as necessary.

3. COMPENSATION

- 3.1 The Human Resources Office will be notified of test results and will complete the request form, notify the employee and supervisor, and make necessary payroll adjustments effective with the first of the next calendar month. Human Resources will also maintain the online bilingual approved contact list.
- 3.2 Compensation will be a \$600 annual stipend for full-time employees and \$300 annually for part-time employees, paid in equal monthly installments. The stipend is subject to normal payroll taxes, but it does not become a permanent part of base salary, and it is not considered for purposes of retirement contributions, insurance calculations, etc.
- 3.3 The supervisor is responsible for advising the Human Resources Office when the duties requiring bilingual compensation have ended so that necessary payroll maintenance can occur.

Related Statutes, Policies, or Requirements

[System Policy 31.01 Compensation](#)
[System Regulations 31.01.01 Compensation Administration](#)

Contact Office

Human Resources
903-886-5881